

## Submitting the Accident Report

The FEMA driver must complete the SF91, “Motor Vehicle Accident Report” and attach supporting documentation.

Be sure to:

- Sign and date block 71a and 71b.
- Use a permanent (not temporary) home address and phone in “Section VIII – Extra Details”.
- Have your supervisor fill out block 81a, 81b, 82a, 82b, and 82c.
- Attach legible copies of the following:
  - Rental agreement
  - Rental agency accident report
  - Police report, if applicable
- Maintain a copy of all documents for your personal records.
- If requested by FEMA’s Office of Chief Counsel, digital photos and/or a SF94, “Statement of Witness” may be required.
- Provide the Disaster Safety Officer with a copy of the Accident Report and supporting documents.

The Safety Officer will fax and mail a hardcopy of these to the Office of Chief Counsel.

If you are contacted about the accident or payment, by anyone other than the rental company, notify:

FEMA Tort Claims Division  
Office of Chief Counsel – General Law  
500 C Street, SW  
Suite 717  
Washington, DC 20472-3100  
202-646-4326  
202-646-7397

For additional information about the Disaster Safety Officer Cadre, or about occupational safety and health issues, contact your facility Safety Officer, your Disaster Safety Officer, or Headquarters Occupational Safety, Health and Environment at 202-646-421.

More information on FEMA and emergency preparedness and response issues can be found at [www.fema.gov](http://www.fema.gov).



**FEMA**



# Vehicle Accident Reporting

For a Government Vehicle

I 268 / October 2009



**FEMA**



## Vehicle Accidents

Many FEMA disaster employees use rental vehicles on a daily basis to perform their work. These “Government vehicles” may be used only for the conduct of official agency business, which includes traveling between a temporary duty station and temporary residence and similar places necessary for the sustenance, comfort, or health of the employee.

When a vehicle is used for official purposes, the government covers the employee for accident liability and worker’s compensation. This policy covers GSA vehicles, rental vehicles, and personal vehicles while on officially sanctioned FEMA business.

Unauthorized use of a rental vehicle is considered personal use and is not considered to be “official travel” or “official use of the vehicle.”



## When an Accident Occurs...

If you should get in a vehicle accident while on official government business, follow these procedures.

### What You Should Do

- Check for personal injuries to other parties and yourself and call for help if necessary.
- Write down the other driver’s information to include:

Name Address

Phone number

Insurance company

Policy number

Driver’s license number

The state where the driver’s license was issued

- Contact the following individuals:
  - The local police, if applicable
  - The Disaster Safety Officer
  - The Security Officer
  - Your supervisor
- Notify the rental company and complete their accident report. Keep a copy to attach to your FEMA report.
- A claims representative may contact you to review the accident report you submitted or to take a formal accident statement. Under the terms of the government agreement, you are required to cooperate.

### What You Should NOT Do

- Make any statement which admits guilt or fault to anyone.
- Move the vehicles unless they are obstructing traffic flow.
- Provide the other driver with your own personal insurance information.



## Contacts at the Office of Chief Counsel

Provide the other driver with one of the following business contacts:

**Jacqueline Nantier-Hopewell**

Claims Specialist

Office of Chief Counsel

FEMA

500 “C” St., SW

Suite 717A

Washington, DC 20472

Phone: 202.646.7397

Fax: 202.646.3958

Email: [Jacqueline.nantier@dhs.gov](mailto:Jacqueline.nantier@dhs.gov)

**Margaret Ramos**

Claims Specialist

Office of Chief Counsel

FEMA

500 “C” St., SW

Suite 717C

Washington, DC 20472

Phone: 202.646.4326

Fax: 202.646.3958

Email: [Margaret.ramos@dhs.gov](mailto:Margaret.ramos@dhs.gov)